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<p>Client Organization: Department of the Air Force AFLCMC HBG 750 Third Street Robins AFB, GA 31098</p> <p>Client DUNS: (b) (4) IA Part A#: 47QFSA19S0006 IA Part B#: 47QFSA21K0113</p>	<p>Primary Client Representative / Contracting Officers Representative (COR): Randall Morris Phone: (b) (6) Email: (b) (6)</p> <p>Financial POC Debra Toliver Phone: (b) (6) Email: (b) (6)</p>
<p>Project Name: Open Architecture Distributed Common Ground System (OA DCGS) and Forward Processing, Exploitation, and Dissemination (FPED) Integration and Installation Support</p>	<p>Period of Performance: 08/17/2021 – 06/30/2022</p>
<p>Contract Type: Firm Fixed Price and Cost Reimbursable Travel</p> <p>Contract Vehicle: 8(a) STARS II GWAC</p> <p>NAICS: 541512 Computer Systems Design Services</p> <p>Performance Based</p> <p>Severable</p> <p>Fully Funded</p>	<p>Industry Partner: MetroStar Systems Address: 1856 Old Reston Ave, Suite 100 Reston, VA 20190</p> <p>Contractor Rep: Neysa Spence Phone: (b) (6) Email: (b) (6)</p> <p>Contract #: PIID/Delivery Order #: CAGE: DUNS#:</p>

MOD and Change LOG: Changes within document are noted in Red Text

<u>Mod #</u>	<u>Date</u>	<u>Description</u>
Award		

**PERFORMANCE WORK STATEMENT (PWS)
FOR
Open Architecture Distributed Common Ground System/Forward Processing,
Exploitation, and Dissemination (OA DCGS/FPED) Integration and Installation Support**

1.0 INTRODUCTION

Work will be accomplished for the United States Air Force (USAF), Air Force Life Cycle Management Center (AFLCMC), Command and Control/Intelligence, Surveillance and Reconnaissance (C2ISR) Division, Open Architecture Distributed Common Ground System (OA DCGS) and Forward Processing, Exploitation, and Dissemination (FPED) Cell (AFLCMC/HBG), Robins AFB, Georgia.

1.1 Project Background

The Air Force Distributed Common Ground System (AF DCGS), also referred to as the AN/GSQ-272 SENTINEL weapon system, is the Air Force's primary Intelligence, Surveillance and Reconnaissance (ISR) Planning and Direction, Collection, Processing and Exploitation, Analysis and Production, and Dissemination (PCPAD) weapon system. The weapon system employs a global communications architecture that connects multiple intelligence platforms and sensors. Airmen assigned to AF DCGS produce actionable intelligence from data collected by a variety of sensors on the U-2, RQ-4 Global Hawk, MQ-9 Reaper and other ISR platforms.

The FPED system is a deployed ground station providing the capability for image analyst to exploit/create full motion video and wide area motion imagery intelligence products for the Air Force, Army, Navy, and Marines in support of Geographical Combatant Commander's intelligence requirements. Originally designed to support the Air Force's Quick Reaction Capability (QRC) system known as Project Liberty, the FPED system is an organic system consisting of Commercial Off the Shelf (COTS)/Government Off the Shelf (GOTS) hardware and software. It currently supports operations both CONUS and OCONUS for unconventional ISR missions by providing continuous hardware, software, and firmware updates on a monthly and quarterly basis.

The OA DCGS program was initially used as the QRC to Processing, Exploitation, and Dissemination (PED) QRC sensors. It has grown and is the present and future ground solution for in-theater and Reach-Back/Reach-In PED capabilities. The OA DCGS system consists of a sensor-agnostic ground system, which contains all of the capabilities and services to execute all PCPAD for multiple data types. This includes ground receive equipment (radios, encryptors, etc.), processing servers, data storage, and communication equipment. OA DCGS systems and capabilities are used worldwide by all four uniformed services, coalition partners, as well as civil authorities. OA DCGS sustains and enhances these capabilities through a 30/90-day build cycle.

1.2 Objective

The purpose of this action is to obtain Information Technology (IT) computer systems maintenance engineering services and rapid AGILE integration in order to conduct systems integration, analyst workflow enhancements, accelerated iterative acquisition planning, cyber security, and fielding support activities in direct support of the OA DCGS and FPED program field and laboratory updates by utilizing a complement of technical experts required to ensure mission success.

1.3 Task Specific Information Technology and Networking Environment

1.3.1 Hardware

Below is a list of hardware currently being utilized; this listing isn't all inclusive and can change at any time.

- T7910 Workstation PN: 210-ACQO
- T7920 Workstation PN: 210-AMRM
- R430 Server Node PN: 210-ALQO
- R440 Server Node PN: 210-ALZE
- R730 Server Node PN: 210-ACXU
- M1000e Blade Enclosure PN: 225-3976
- R620 Server Node PN: 225-2108
- KMM Console PN: 331-9437
- Infiniband Switch PN: 851-0170
- NL400 Isilon Storage Node PN: 861-0030
- X410 Isilon Storage Node PN: X410-SATA-S49
- FD332 Storage Node PN: 210-AECJ
- Mellanox Switch PN: 851-0168
- Nexus Switch PN: C1-N5K-C5672UP
- KVM Switch PN: DAV2108-G01
- Router PN: ISR4351-AX/K9
- Fabric Extender PN: N2K-C2232PP
- Monitor PN: P242W-BK
- Transceiver Module PN: E10GSFPSR
- Transceiver Module PN: GLC-T
- Transceiver Module PN: GLC-SX-MMD
- Transceiver Module PN: SFP-10G-SR
- Transceiver Module PN: 7TCDN
- SFP Transceiver PN: WTRD1
- Medusa Cable PN: DYYJ1
- Stacking Cable .5M PN: 1M31V
- SIP Cable PN: K5GRD
- Rack Enclosure 42U PN: AR3300
- PDU 36 C13 6 C19 L6-30P PN: PDUMNV30HV2
- Cat 6 Patch Cable Green 1Ft PN: 825

- Cat 6 Patch Cable Green 5Ft PN: 829
- Cat 6 Patch Cable Green 10Ft PN: 834
- .3M Patch Cable Green LC/LC
- 1M Patch Cable Green LC/LC PN: 37650
- 2M Patch Cable Green LC/LC PN: 37651
- Patch Cord LC/LC 10M Green PN: 37654
- Power Cable C13 to C14 3Ft PN: P005-003
- Power Cable C19 to C20 3 Ft PN: PFC2012E36
- Power Cable C19 to C20 6 Ft PN: PFC2012E72

1.3.2 Software

Below is a list of software currently being utilized; this listing isn't all inclusive and can change at any time.

- Adobe Acrobat
- ACAS
- AIMES
- ArcGIS
- Defense Intelligence Information Enterprise (DI2E)
- ENS SQL
- Eracent ERDC
- Equallogic Storage Manager
- HBSS ePO
- MAAS
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Word
- PCPAD MS SQL
- PlugFest
- Red Hat
- Serena
- Shavlik Protect
- SketchUp 2017
- SnagIt
- SOCET GXP
- Tripwire
- VMWare Professional B

1.4 Acronyms / Glossary

<u>Acronym</u>	<u>Definition</u>
AF	Air Force
AFLCMC	Air Force Life Cycle Management Center
AFRL	Air Force Research Laboratory
C2ISR	Command and Control/Intelligence, Surveillance and Reconnaissance
CAM	Customer Account Manager
CAPCO	Controlled Access Program Coordination Office
CCSR	Performance Cost Report - Financial Report
CDRL	Contract Data Requirements List
CM	Configuration Management
CO	Contracting Officer
COMSEC	Communications Security
CONUS	Inside the continental United States
COR	Contracting Officer's Representative
COTS	Commercial Off the Shelf
CPARS	Contractor Performance Assessment Reporting System
C2ISR	Command and Control, Intelligence, Surveillance and Reconnaissance
DCGS	Distributed Common Ground System
DI2E	Defense Intelligence Information Enterprise
DoD	Department of Defense
FFP	Firm Fixed Price
FPED	Forward Processing, Exploitation, and Dissemination
FTR	Federal Travel Regulations
GFE	Government Furnished Equipment
GFI	Government Furnished Information
GFP	Government Furnished Property
GOTS	Government Off The Shelf
GSA	General Services Administration
GTMR	Global Technology and Management Resources
IAVA	Information Assurance Vulnerability Alert
IMS	Integrated Master Schedule
ISR	Intelligence, Surveillance, and Reconnaissance
IT	Information Technology
ASSIST 2.0	GSA Information Technology Solution Shop (ASSIST 2.0) (https://portal.fas.gsa.gov)
MFR	Monthly Financial Report
MSR	Monthly Status Report
OA	Open Architecture
OCI	Organizational Conflict of Interest

OCONUS	Outside the continental United States
ODC	Other Direct Cost
OEM	Original Equipment Manufacturers
OPSEC	Operations Security
PAC	Post Award Collaboration
PCPAD	Planning and Direction, Collection, Processing and Exploitation, Analysis and Production, and Dissemination
PM	Program Manager
PMO	Program Management Office
PPIRS	Past Performance Information Retrieval System
PWS	Performance Work Statement
QCP	Quality Control Plan
RRB	Requirements Review Board
SCO	Senior Contracting Officer
SLA	Service Level Agreement
SME	Subject Matter Expert
SOP	Standard Operating Procedures
TCNO	Time Compliance Network Order
TO	Technical Instructions/Order
TR	Travel Request
USAF	United States Air Force
VGSA	Visitor Group Security Agreement

2.0 Scope

The contractor shall provide IT computer system iterative maintenance engineering services and AGILE/Immersive Engineering principles to deliver integration, analyst workflow, release planning, cyber security, and fielding support activities associated with the OA DCGS and FPED programs for critical intelligence, surveillance, and reconnaissance assets.

3.0 Performance Requirements

The performance requirement to fulfill the AF DCGS Program Management Office's (PMO) OA DCGS and FPED Cell support requirements encompass several occupational labor categories. The predominant skills required include engineers, analysts, and technical writers. Reference section 7.5, Figure 7.5-1 Education and Experience Chart for specific degree and certification requirements.

The following are the OA DCGS and FPED technical support requirements associated with this task order:

- (a) The contractor shall update and create trouble tickets in detail with pertinent information, ensure equipment meets operational conditions, and request maintenance as required. The contractor shall use a government-sponsored system, currently Serena, to monitor and interact with trouble tickets as well as respond within SLA levels established. The contractor shall input a comprehensive resolution before any ticket is closed.

- (b) The contractor shall ensure OA DCGS and FPED follows the overarching policy DoDM 5200.01, Vol 3, DoD Information Security Program: Protection of Classified Information, 24 February 2012 and NSA/CSS Policy 6-22 for clearing, sanitizing, and destroying all documents, equipment, and machine-readable media containing sensitive or classified data.
- (c) The contractor shall ensure all marking and labeling shall be in accordance with DoDM 5200.01, Vol 2, DoD Information Security Program: Marking of Classified Information, 24 February 2012, DoD 5400.7-R, DoD Freedom of Information Act, dated September 1998, and AFI 16-1404, Information Security Program, dated 4 Aug 2020, JDCSISSS paragraph 6.3.7, ICD 710, Classification and Control Marking System, and the Controlled Access Program Coordination Office's (CAPCO) Authorization Classification and Control Register along with the accompanying Intelligence Community Classification and Control Markings Implementation Manual as appropriate for the level of information processed at the respective site.
- (d) The contractor shall ensure all OA DCGS and FPED systems located in contractor facilities are labeled in accordance with how they are configured. Marking and labeling shall be in accordance with DoDM 5200.01, Vol 2, DoD Information Security Program: Marking of Classified Information, 24 February 2012, DoD 5400.7-R, DoD Freedom of Information Act, dated September 1998, and AFI 16-1404, Information Security Program, dated 4 Aug 2020 and JDCSISSS paragraph 6.3.8.
- (e) The contractor shall provide engineering, technical assistance, and coordination during the system setup, testing, and transition to full operations for any system located at a contractor facility or as required by AF DCGS PMO.
- (f) The contractor shall provide material management and sustainment support as required.
- (g) The contractor shall work with other systems' personnel/contractors to troubleshoot system and IT infrastructure problems, assist in resolution of communications issues, and coordinate activities with local contractors, as required.
- (h) The contractor shall provide feedback and lessons learned to the government on the fielding, setup, and technical operations, as required.
- (i) The contractor shall work with designated PMO personnel to facilitate the transfer of property to a designated gaining organization.
- (j) The contractor shall perform preventative maintenance on GFE provided equipment located in a contractor facility to ensure sustained operations.
- (k) The contractor shall coordinate with PMO to determine responsibility for handling audit trail discrepancies in accordance with the FPED Vulnerability Management plan and AFI 33-138, Enterprise Network Operations Notification and Tracking, 28 November 2005 and or Chapter 8 of the JDCSISSS.
- (l) The contractor shall ensure anti-virus definitions, patches, and information assurance vulnerability alerts (IAVAs) are updated every 30 days (or as required), unless a Time Compliance Network Order (TCNO) is issued, for any system located in a contractor facility. All updates to the system will be coordinated with the Configuration Management (CM) process as guidance. The contractor shall notify the government if unable to update anti-virus definitions, patches, and IAVA within the appropriate time frame. The contractor shall produce server configuration

reports and will ensure backups are executed and completed per PMO- approved PMI, as required.

- (m) The contractor shall install, maintain, and troubleshoot IT network equipment to include routers and switches, perform fault and problem management to ensure services are maintained according to the levels defined. The contractor shall analyze, evaluate, and resolve network performance problems. The contractor shall review the work of others to detect errors or needed modifications as directed by PMO.

3.1 AGILE/Immersive Engineering

The contractor shall provide all technical, planning, and managerial support efforts for this effort to meet the requirements defined in this PWS. The contractor shall furnish all services, materials, and equipment necessary to execute this PWS, apart from the Government Furnished Equipment (GFE) and Government Furnished Information (GFI) identified in this PWS. The contractor shall coordinate with the PMO to prepare an Integrated Master Schedule (IMS) in accordance with DI-MGMT-81650, which will contain all directed activities (i.e., installs, network updates, and site surveys). The contractor shall work as part of a multi-functional team to deliver overall AGILE IT-generated integration updates to the OA DCGS and FPED Cell Leads in the following areas: identifying and resolving technical deficiencies, field support, and software reuse solutions which will accelerate the testing and delivery process. In addition, the contractor shall participate in daily/weekly scrum meetings, Requirements Review Boards (RRBs), and briefings associated with this task order. RRBs will be accomplished quarterly at the discretion of the PMO and shall include at a minimum the following: IT change status briefing, IT action items, project status review discussions, open discussion, reviewing new action items, and load-scheduling the next RRB. OA DCGS team and FPED cell members shall be capable of applying advanced IT concepts, theories, and principles and contributing toward the development of new IT principles and concepts. In addition, they shall be capable of working unusually complex IT problems with consultative direction rather than formal supervision. They shall advise OA DCGS and FPED leadership on technical courses of action and applications of emerging and/or existing technologies. Finally, they shall execute technical projects including software application tests, deliveries, and reports in coordination with the OA DCGS and FPED Lead Engineer to accomplish field objectives.

3.1.1 IT Integration Activities:

The IT Integration Technical Expert shall develop documented technology insertions to support the routine adoption and deployment of already existing software solutions from other similar enterprises such as, but not limited to, Defense Intelligence Information Enterprise (DI2E), PlugFest, etc. into the OA DCGS and FPED architecture as part of the quarterly system deliveries. The IT Integration Technical Expert shall participate in assessments of existing software, hardware, firmware, and techniques to ensure that all ingested candidate solutions are interoperable with the enterprise, are properly regression tested, and are sustainable.

3.2 IT Maintenance Engineering

The contractor shall work as part of a multi-functional team to evaluate new capabilities or determine if existing capabilities, other agencies, or commercial industries can be used to solve operational requirements in quarterly system update deliveries. The

contractor shall participate in assessments, builds, sprints, testing, and other technical courses of action and applications for emerging and/or existing technologies. The composition of this team shall be constructed to provide holistic options by decomposing operational requirements. In addition, the contractor on a case-by-case basis shall support the OA DCGS and FPED multi-functional teams by leading the technical effort required to integrate, harden, test, and initially field new capabilities. OA DCGS and FPED engineering team members shall be capable of applying advanced concepts, theories, and principles and contributing toward the development of new IT solutions to shortfalls as they arise. In addition, they shall be capable of working unusually complex IT problems with consultative direction rather than formal supervision. They shall advise OA DCGS and FPED leadership on technical courses of action and applications of emerging and/or existing IT technologies. Finally, they shall execute technical projects and recommend software application maintenance actions in coordination with the OA DCGS and FPED Lead Engineer to accomplish long-range objectives.

3.2.1 Modular, Open IT System Engineering:

The contractor shall provide technical subject matter expertise working with a multi-functional team to integrate, harden, test, document and oversee IT aspects of a modular, open system. It is anticipated that documentation, integration, and hardening will be performed at the contractor's established lab and/or Robins AFB, GA with the government-furnished equipment and design discussions and end-to-end testing performed in Air Force Research Laboratory (AFRL) labs in Rome, NY.

3.2.2 Imagery Analyst Operations Change Management:

The Imagery Analyst Expert shall work with C2ISR multifunctional teams to evaluate new capabilities or products from an operator's perspective and provide feedback to the FPED Lead Engineer. The Imagery Analyst Expert shall also work with C2ISR operators to understand and document their workflows to support baseline test activities. The Imagery Analyst Expert shall be familiar with current ISR platforms, concepts of employment, associated workflows, and be prepared to recommend efficiencies where applicable. The Imagery Analyst Expert shall also maintain all workflow documentation and ensure that configuration management processes are employed.

3.2.3 Project Engineering:

The Project Engineer shall provide assistance in documentation and continuous improvement of operator workflows and data flows within the C2ISR Division, provide clear recommendations to leadership on what will meet operator needs while considering other impacts such as training and documentation, and work closely with Original Equipment Manufacturers (OEMs) to ensure operators are getting products that meet their requirements.

3.2.4 Air Force Technical Compliance:

The contractor shall provide a Technical Compliance Manager who will assist all OA DCGS and FPED team members with regards to documentation and tracking processes. The Technical Compliance Manager will analyze existing records to preserve style and content consistency. The Technical Compliance Manager will be responsible for quality control and supporting documentation such as, but not limited to, reports, workflows, references, and technical instructions/orders (TOs). The contractor shall ensure all marking and labeling shall be in accordance with DoDM 5200.01, Vol 2, DoD Information Security Program: Marking of Classified Information, 24 February 2012, DoD 5400.7-R, DoD Freedom of Information Act,

dated September 1998, and AFI 16-1404, Information Security Program, dated 4 Aug 2020, JDCSISSS paragraph 6.3.7, ICD 710, Classification and Control Marking System, and the Controlled Access Program Coordination Office's (CAPCO) Authorization Classification and Control Register along with the accompanying Intelligence Community Classification and Control Markings Implementation Manual as appropriate for the level of information processed at the respective site. The Technical Compliance Manager ensures submitted documentation conforms to Air Force (HBG and local DCGS, FPED) directives and standards.

3.3 Project Management

- 3.3.1** The contractor shall update and create trouble tickets in detail with pertinent information, ensure equipment meets operational conditions, and request maintenance as required. The contractor shall use a government-sponsored system, currently Serena, to monitor and interact with trouble tickets as well as respond within Service Level Agreement (SLA) levels established. The contractor shall input a comprehensive resolution before any ticket is closed.
- 3.3.2** The contractor shall ensure OA DCGS and FPED follows the overarching policy DoDM 5200.01, Vol 3, DoD Information Security Program: Protection of Classified Information, 24 February 2012 and NSA/CSS Policy 6-22 for clearing, sanitizing, and destroying all documents, equipment, and machine-readable media containing sensitive or classified data.
- 3.3.3** The contractor shall ensure all marking and labeling shall be in accordance with DoDM 5200.01, Vol 2, DoD Information Security Program: Marking of Classified Information, 24 February 2012, DoD 5400.7-R, DoD Freedom of Information Act, dated September 1998, and AFI 16-1404, Information Security Program, dated 4 Aug 2020, JDCSISSS paragraph 6.3.7, ICD 710, Classification and Control Marking System, and the Controlled Access Program Coordination Office's (CAPCO) Authorization Classification and Control Register along with the accompanying Intelligence Community Classification and Control Markings Implementation Manual as appropriate for the level of information processed at the respective site.
- 3.3.4** The contractor shall ensure all OA DCGS and FPED systems located in contractor facilities are labeled in accordance with how they are configured. Marking and labeling shall be in accordance with DoDM 5200.01, Vol 2, DoD Information Security Program: Marking of Classified Information, 24 February 2012, DoD 5400.7-R, DoD Freedom of Information Act, dated September 1998, and AFI 16-1404, Information Security Program, dated 4 Aug 2020 and JDCSISSS paragraph 6.3.8.
- 3.3.5** The contractor shall provide engineering, technical assistance, and coordination during the system setup, testing, and transition to full operations for any system located at a contractor facility or as required by the PMO.
- 3.3.6** The contractor shall provide material management and sustainment support as required.

- 3.3.7** The contractor shall work with other systems' personnel/contractors to troubleshoot system and IT infrastructure problems, assist in resolution of communications issues, and coordinate activities with local contractors, as required.
- 3.3.8** The contractor shall provide feedback and lessons learned to the government on the fielding, setup, and technical operations, as required.
- 3.3.9** The contractor shall work with designated PMO personnel to facilitate the transfer of property to a designated gaining organization.
- 3.3.10** The contractor shall perform preventative maintenance on GFE-provided equipment located in a contractor facility to ensure sustained operations.
- 3.3.11** The contractor shall coordinate with PMO to determine responsibility for handling audit trail discrepancies in accordance with the FPED Vulnerability Management plan and Chapter 8 of the JDCSISSS.
- 3.3.12** The contractor shall ensure anti-virus definitions, patches, and information assurance vulnerability alerts (IAVAs) are updated every 30 days (or as required), unless a Time Compliance Network Order (TCNO) is issued, for any system located in a contractor facility. All updates to the system will be coordinated with the CM process as guidance. The contractor shall notify the government if unable to update anti-virus definitions, patches, and IAVA within the appropriate time frame. The contractor shall produce server configuration reports and will ensure backups are executed and completed per PMO- approved Program Management Integration (PMI), as required.
- 3.3.13** The contractor shall install, maintain, and troubleshoot IT network equipment to include routers and switches, perform fault and problem management to ensure services are maintained according to the levels defined. The contractor shall analyze, evaluate, and resolve network performance problems. The contractor shall review the work of others to detect errors or needed modifications as directed by PMO.
- 3.3.14 Kick Off Meeting.** The Contractor shall coordinate a task kick-off meeting with the key Client Organization and GSA representatives as noted in the PWS header block. The Task Kick-Off Meeting is to be held within ten (10) business days from date of task order award. The Contractor is responsible for submitting the minutes of the meeting into ASSIST 2.0 as a Post Award Collaboration.

3.4 PHASE-IN CONTRACT SUPPORT REQUIREMENTS.

Not applicable to this order.

3.5 PHASE OUT CONTRACT SUPPORT REQUIREMENTS.

At the end of this order, if the contractor is the unsuccessful offeror in any subsequent Government solicitation for the AFLMC support, or are terminated for any reason, the Contractor shall provide all reasonable information and services to the Government and the new incoming contractor to ensure an orderly transition and minimize any impact on operational readiness of the OA DCGS and FPED Integration and Installation support. The contractor shall continue to provide Integration and Installation support services and provide the new contractor access to the site and to all technical documentation and

publications, while not interfering with ongoing service. During transition the Contractor shall conduct a joint audit of all GFE furnished during the task order, noting all changes, and modifications.

4.0 Deliverables and Acceptance

4.1 Deliverables

All deliverables become property of the U.S. Air Force. The specific deliverables and schedule for delivery shall be per the Performance/Deliverables Matrix and Appendix A, DD Forms 1423-1, Contract Data Requirements List (CDRL) documents. The Client Representative reserves the right to prioritize work and negotiate any changes in delivery dates. The Client Representative will review the contractor's performance indicators in accordance with all the specifications stated in this document. Only the COR or authorized alternate has the authority to inspect, accept, or reject work performed under this task order. All deliverables and acceptances shall be documented in ASSIST 2.0 Action Memos and reflect the COR's review and approval.

The Contractor shall provide reports and shall submit those reports via GSA's automated acquisition system, ASSIST 2.0 (<https://portal.fas.gsa.gov>)

4.1.1 Monthly Reports

4.1.1.1 Monthly Financial Report (MFR)

The contractor shall identify and report all financial management status in a Monthly Financial Report (MFR), and as requested by the Government. Reports shall be due fifteen (15) calendar days following the close of the last calendar month. An invoice may not be used in lieu of any portion of this report. Reports shall be electronically delivered to the COR via ASSIST 2.0. Reference Appendix A, CDRL A002, Performance and Cost Report - Financial Report (CCSR).

4.1.1.2 Monthly Status Report (MSR)

The contractor shall identify and report all program management actions, work orders, completed and future planned actions and deliverables in a Monthly Status Report (MSR), and as requested by the Government. Reports shall be due fifteen (15) calendar days following the close of the last calendar month. Reports shall be electronically delivered to the COR via ASSIST 2.0. Reference Appendix A, CDRL A003, Contractor's Progress, Status & Management Report - Monthly Status Report.

4.1.2 Other Reports

4.1.2.1 Quality Control Plan (QCP)

The Contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the COR and PM for acceptance not later than ten (10) business days after award. The PM will notify the contractor of acceptance or required modifications to the plan. The Contractor shall make appropriate modifications and obtain acceptance of the plan within thirty (30) calendar day from the date of award.

The QCP shall include the following minimum requirements:

- A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the

areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.

- A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period, and for the period after task order completion, until final settlement of any claims under this task order.

4.1.2.2 Kickoff Meeting Minutes

A Kick-Off meeting will be conducted within ten (10) business days after the date of award. The contractor shall be required to take the meeting minutes and provide them to the Contracting Officer and designated COR the Meeting Minutes within five (5) business days after the meeting has been conducted for Government approval. The final kick off meeting minutes shall be submitted via ASSIST 2.0 PAC Deliverable for final Government approval. The contractor shall coordinate the meeting location to be determined after award.

4.1.2.3 Government Furnished Equipment (GFE) and/or Government Furnished Property (GFP) Report

The contractor shall provide Inventory of GFE/GFP reports within 15 calendar days after the contract start date and every 6 months thereafter for all GFE provided at the contractor's location as part of this task order. The report shall be submitted via ASSIST 2.0 PAC Deliverable for final Government approval.

4.1.2.4 Integrated Master Schedule (IMS)

The contractor shall coordination with the PMO to prepare an Integrated Master Schedule (IMS) in accordance with DI-MGMT-81650. The report shall contain all work orders and support activities to include at a minimum all installations, network updates, and site surveys.

4.1.2.5 Trip Reports

The contractor shall provide the summary report of travel and work accomplished within five (5) business days from the contractor's completion date of each trip. Reference Appendix A, CDRL A001, Report, Record of Meeting/Minutes - Trip Report

The trip report will contain the following information:

- (a) Name: [Provide name of the organization which organized the trip]
- (b) Nature of Business: [Name the person to whom the report is written]
- (c) Author of the report: [Name of the author who writes the report]
- (d) Reason: [Provide reasons for writing the report]
- (e) Date: [Give the date of preparation of the report]
- (f) Trip Period: [Give dates of the tour span]

- (g) Destination: [Name the place of visit]
- (h) Purpose: [Enumerate the objectives behind conducting the business trip]
- (i) Highlights: [Enumerate the significant points of the business events]

4.2 Schedule and Delivery Instructions

The specific deliverables and schedule for delivery shall be per the Performance/Deliverables Matrix. The Client Representative reserves the right to prioritize work and negotiate any changes in delivery dates.

The Contractor shall deliver documentation in electronic format, unless otherwise directed in Section B of the solicitation/contract. Acceptable electronic media include the latest Microsoft and Adobe software.

The Client Representative will review the contractor's performance indicators in accordance with all the specifications stated in this document. Only the Client Representative or authorized alternate has the authority to inspect, accept, or reject work performed under this task order.

Reference PWS section 4.2.1 for the associated performance measures and delivery instructions noted in the Performance/Deliverables Matrix.

4.2.1 Performance/Deliverables Matrix

Performance of a service will be evaluated to determine whether or not it meets the performance threshold. Re-performance is the preferred method of correcting any unacceptable performance. The Contractor shall provide the COR a written response why the performance threshold was not met, how performance will be returned to acceptable levels, and how recurrence of the cause will be prevented in the future. The performance requirements are as noted in the table below:

Deliverable or Required Services(s)	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
4.1.1.1 Monthly Financial Report (MFR)	Comprehensive report in accordance with CDRL A002 Performance Cost Report - Financial Report (CCSR) with all the required information provided. Submitted within fifteen (15) calendar days after the end of each completed month	On-time delivery at 90% of the time with no deficiencies.	100% Inspection
4.1.1.2 Monthly Status Report (MSR)	Comprehensive report in accordance with CDRL A003 Contractor's Progress, Status & Management Report - Monthly Status Report with all the required information provided. Submitted in ASSIST 2.0 PAC Deliverable within fifteen (15) calendar days after the end of each completed month.	On-time delivery at 90% of the time with no deficiencies.	100% Inspection
3.3.14 Kick-Off Meeting	Conduct Kick Off Meeting within 10 business days after award	On-time delivery at 100% of the time with no deficiencies.	100% Inspection
4.1.2.2 Kick-Off Meeting Minutes	Submit Kick-Off Meeting minutes capturing the attendees and contact information for key contractor and government representatives and topics discussed and any pending actions and responsible parties to be submitted within 5 business days after the Kick off meeting via ASSIST 2.0 PAC Deliverable.	On-time delivery at 100% of the time with no deficiencies.	100% Inspection
4.1.2.3 GFE/GFP Reports	Submit PAC Deliverable GFE/GFP Report biannually in ASSIST 2.0 within 15 calendar days after the task order start date and every 6 months thereafter.	On-time delivery at 100% of the time with no deficiencies.	100% Inspection